

ARUNDEL COUNTY SANITARY COMMISSION -  
Engineering

Operations Division,  
Meter Section

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**METER RECORD (FORM #E-4)**

Quantity: 8 double-row card file drawers

Size: 5" x 8" cards

Dates: 1924...

File Arrangement: By meter number

This file is a record of all meters owned by the Commission and contains statistics of repairs, one card for each meter, giving the Purchase Order number and the price, the size and make, and the assigned meter number. Repairs are shown by date, with initials of the construction foreman, the reading and Work Order number, cause of the defect, the location, the lot and block number, and the general area in which the meter is located.

When meters are sold or scrapped, the Meter Record card is moved to inactive status and filed chronologically under the name of the manufacturer. The inactive file has research value in estimating the efficiency of meters produced by the various manufacturers.

RECOMMENDATION: RETAIN PERMANENTLY.

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**REQUEST FOR METER REPAIRS (FORM #M-6)**

Quantity: 1 file drawer

Size: 5-3/4" x 9"

Dates: 1964...

File Arr.: Chronological

Meter repair requests are prepared in triplicate and are generally originated from information obtained by the meter reader on the job. The form gives the request number, the date and the district, the address, lot and block numbers and the subdivision, the name of the owner or tenant, the meter and permit numbers, the type of work to be

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(cont.) done (adjust meter vault to grade; remove, replace, or repair meter; remove and test meter; locate meter; replace meter box cover; repair leaks) with space for remarks, the Work Order number when issued, to whom assigned, and by whom, and notation of completion of the work. Copies of this form are distributed as follows:-

White and pink copies to the meter reader as an order to complete the work.

Yellow copy remains in Operations.

After the job is completed, both the white and pink copies are returned to Operations, where the white copy is filed and the yellow and pink copies are considered to be nonrecord within the meaning of the statute governing nonrecord material (Ann. Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.

RECOMMENDATION: RETAIN WHITE COPY FOR THREE YEARS, THEN DESTROY.